Syllabus

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Course Description

This course provides an introduction to the basic principles of biology, including the structure of cells, cellular respiration and biochemistry, physiological processes, genetics, and heredity.

This will be a fast paced course and students should be prepared to spend a minimum of 10 hours a week on reading and on course assignments. While you may feel that a lot of information is presented to you on a weekly basis remember that in a traditional on-campus course you would be coming to class for 6 hours and then spending an additional 4 hours (at least) outside of class on assignments and reading. In our online course environment my expectation is that you will be spending those 6 “class hours” on your own working on the concepts that you would usually get in a live lecture. Please be sure to budget your time accordingly!

Prerequisites

None
Blackboard Student Orientation

If this is your first online course at CCSNH, please complete the online student orientation. This orientation offers the opportunity to familiarize you with online courses.

http://www.ccsnh.edu/distancelearning/student_orientation.html

Available Technical Support

Frequently asked questions regarding online learning, Student Information System (SIS) and student email can be found at the link below by clicking “Support Center”.

http://www.ccsnh.edu/distancelearning/

Required Resources

Campbell and Reece, Biology: Ninth Edition. This textbook can be obtained through the campus bookstore.

GBCC Book Store
320 Corporate Ave Portsmouth, NH 03801
Phone: (603)427-0891 www.greatbay.bkstr.com

You can also order your books online through alternate resellers. Regardless of where you purchase your books PLEASE BE SURE THAT YOU HAVE THE BOOK PRIOR TO THE START OF CLASS!

Textbooks, materials and software are available online at: http://www.efollett.com unless specified by your instructor.

Under “Select your Bookstore”, choose “New Hampshire”

Under “Select Your Institution”, choose the campus offering the course.

Learning Objectives

This course provides an introduction to the basic principles of biology, including the structure of cells, cellular respiration and biochemistry, physiological processes, genetics, and heredity.

Instructor’s Communication Policy

The best way to reach me is via email (Monday – Friday only). Please note, an email will always be sent confirming receipt of your message. If you do not receive that confirmation email, do not assume that your email has been received. Please see COLLEGE EMAIL for further information*
Overview of Course Structure

Lecture
You are responsible for checking blackboard every day for any announcements pertaining to the class. There will be a discussion forum that is opened for posting questions and discussing the homework assignments. I also highly encourage students to read and respond to postings from their classmates. Part of the nature of this class is for students to help each other troubleshoot problems and develop critical-thinking skills and working through questions on the forum is an excellent method to develop proficiency in these areas.

A PowerPoint presentation and audiocast of the chapters will be provided each week (See lecture syllabus for posting dates). It is up to you to read through the assigned chapters and add additional information from the text as needed. The lectures will incorporate material outside of the text in some instances, so be sure to read through them completely. The lectures will be posted in the Lecture section of blackboard and will be accessible for only the week shown on the syllabus (Friday 8:00am-Friday 5:00pm). Once that week is up, the lectures will no longer be accessible to you on blackboard. Take good notes!

Assignments are available under the Assignment section of blackboard. Posting dates and due dates are found using the lecture syllabus.

Lecture exams are non-cumulative and will be posted (See lecture syllabus for posting dates) under the Exams section of blackboard. They must be submitted to me by the due date shown on the syllabus. Late submissions will not be accepted and a grade of zero will be assigned for that exam/quiz. Format for the exams are a combination of short answer, multiple choice and fill in the blank. You will have one week to access the exam, however it is timed and you may not go back to a question once it has been submitted.

Research Paper
You will be required to write and submit a research paper. The format to follow is posted under the Syllabus section of blackboard. Late submissions will not be accepted and a grade of zero will be given for that assignment. Papers must be sent using blackboard rather then email. Be sure to save your documents in rich text format (.rtf) before sending. Saving documents as rich text format (.rtf) avoids being unable to view documents created with incompatible versions of Word or other word processing software such as MS Works.

Laboratory
You will be responsible for accessing and completing the assigned laboratory experiments. This course will use a combination of virtual experiments and laboratory tutorials. These protocols will be accessible under the Labs section of blackboard and will be accessible for one week only (See lab syllabus for posting dates).

Select lab protocols (Denoted by an asterisk (*) on the syllabus) will require a laboratory write-up. The format for the lab write-ups can be accessed under the Labs section of blackboard. All lab write-ups must follow this format. Late submissions will not be accepted and a grade of zero will be given for that assignment. Lab write-ups must be sent uploaded in blackboard rather then emailing. Be sure to save your documents in rich text format (.rtf) before sending. Saving documents as rich text format (.rtf) avoids being unable to view documents created with incompatible versions of Word or other word processing software such as MS Works. Label
these assignments as follows: Protocol#_FirstnameLastname_date (Example: Protocol2_MaryStohn_8Aug04).

You will also be required to take three non-cumulative exams pertaining to lab material. The format of these exams will be short answer, multiple choice and data analysis. These laboratory exams will be posted under the Exams section of blackboard. You will have one week to access the exam, however it is timed and you may not go back to a question once it has been submitted.

**Extra credit is not available in this course**

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**Policies**

Students registered for online courses must comply with all policies and guidelines (such as civil rights, disabilities services, harassment, and plagiarism) in the student handbook and other publications of the college offering the course. For more information, refer to: http://www.ccsnh.edu/distancelearning/policies.html.

**Academic Honesty**

Students registered in online courses shall abide by the academic honesty principles as defined in the Student Handbook of the college offering the course.

**Netiquette**

Students shall comply with CCSNH Netiquette as articulated on the system web site (http://www.ccsnh.edu/distancelearning/documents/april08_Netiquette.html).

**College Email**

Students are expected to use only their college email address for all correspondence with faculty and staff at the college. Students are also expected to check their email at least three times per week. Any correspondence not using college email is subject to quarantine and/or removal from the CCSNH email server and will not be answered. If you need assistance in how to access your college email, check the SIS (Student information system) or visit the Student Help desk.

**Help desk**

If you are having any problems with Blackboard or have other computer related questions or problems please contact the student help desk:

**Website:** http://greatbay.edu/caps/
Click on HELPDESK

**Phone:** (603)427-7621 (CAPS)

This is the website for Parature, our NEW System-wide online 24/7 Help Desk for students, staff and faculty: https://supportcenteronline.com/ics/support/default.asp?deptID=4208
**Assessment – Course Grading**

<table>
<thead>
<tr>
<th>Lecture Grade</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Exams</td>
<td>35%</td>
</tr>
<tr>
<td>Research Paper</td>
<td>20%</td>
</tr>
<tr>
<td>Homework</td>
<td>5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lab Grade</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Exams</td>
<td>30%</td>
</tr>
<tr>
<td>Lab write-ups</td>
<td>10%</td>
</tr>
</tbody>
</table>

The final numerical value will be compared to the following scale to award a letter grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93.33 – 100</td>
</tr>
<tr>
<td>A-</td>
<td>90.00–93.32</td>
</tr>
<tr>
<td>B+</td>
<td>86.67 – 89.99</td>
</tr>
<tr>
<td>B</td>
<td>83.33 – 86.66</td>
</tr>
<tr>
<td>B-</td>
<td>80.00–83.32</td>
</tr>
<tr>
<td>C+</td>
<td>76.67-79.99</td>
</tr>
<tr>
<td>C</td>
<td>73.33 – 76.66</td>
</tr>
<tr>
<td>C-</td>
<td>70.00 – 73.32</td>
</tr>
<tr>
<td>D+</td>
<td>66.67 – 69.99</td>
</tr>
<tr>
<td>D</td>
<td>63.33 – 66.66</td>
</tr>
<tr>
<td>D-</td>
<td>60.00 – 63.32</td>
</tr>
<tr>
<td>F</td>
<td>BELOW 60</td>
</tr>
</tbody>
</table>

All assignments must be in on time. Assignments passed in late will not be accepted and a grade of zero will be given for that assignment. **Extra credit is not available in this course.**

If it is not possible for a student to take a scheduled exam/quiz, the student is expected to contact the instructor before the exam begins via email (**kwilliams@ccsnh.edu**). Failure to do so will result in forfeiture of the makeup opportunity and a grade of zero for that exam/quiz.

**Participation is important. You MUST log on to blackboard everyday in order to check for announcements. Attendance is tracked through blackboard and this will have an impact on your grade! REMEMBER, one week refers to Friday (8:00am) through Friday (5:00pm).**

You may drop from the course at any point before **TBD** for a full refund. In order to drop this class you must fill out an add/drop form and return this form to the registrar’s office. Simply ceasing to attend class or contacting the instructor does not constitute officially dropping the course.

You may withdraw from the course and receive the grade of **W** which does not impact your GPA if you withdraw **before TBD**. After this date you can still withdraw up to **TBD** but you will receive either a **WP** (withdraw passing) or **WF** (withdraw failing). **WF** is counted on your GPA as a failing grade.

An instructor or administrator may submit an Administrative Failure drop form at any time during the semester to drop a student for failure to meet attendance requirements, violation of the Student Code of Conduct, disruptive behavior or performing in an unsafe or unsatisfactory manner in a clinic, practicum, internship or lab. The administrative failure is recorded on the
A student's academic record as a grade of “AF” and is calculated in the GPA as an “F”. An administrative failure drop may affect a student's financial aid, loans, Veterans' benefits, health insurance and academic progress.

Additional Course Information

Technology Requirements
- **OS:** Windows 98 +, Mac OS9 +
- **Browser:** Windows: Netscape 6 +, Internet Explorer 5.01 +. Apple Mac: Internet Explorer 5.0+ required.
- **Connection:** 28.8K min. / 56K+ preferred
- **Cookies/Javascript** should be enabled.
- **Popup Blockers** for www.smarthinking.com should be disabled.

Troubleshooting Tips:
- Make sure that your browser is set up to allow cookies and pop-up windows as SMARTTHINKING uses both of these.
- Make sure that you have Java installed. If you need to install Java, go to http://www.java.com and follow the instructions for the free download.

Common Technical Issues:

1. **Submitting Word Documents**
   If you are working in Microsoft Word 2007, please be aware that I require that you save files submitted for grading as word 97-2003 documents. Please follow these steps when saving a file to submit for grading for this course.
   1. Click on the Microsoft Office logo on the top left corner.
   2. Click on the “word options” button at the bottom of the dialogue screen
   3. Click on the “save” button on the left
   4. Find “Save files in this format”

   If you are working in Microsoft Word 2007 on a MAC or PC, please be aware that I require that you save files submitted for grading as rich text format, or .rtf. Please follow these steps when saving a file to submit for grading for this course.
   1. Click on the Microsoft Office logo on the top left corner
   2. Choose Save as
   3. Click on the down facing arrow on the bottom field where it reads “save as type”
   4. Choose rich text format (*.rtf)

2. **No Text Box to type into on Discussion Board**
   If you are a Vista user, you will have to change a setting on your Blackboard account.
   1. Enter your Blackboard account.
   2. Click on the Personal Information link which will appear in the upper left of your Blackboard screen.
   3. On the next screen, click on the link that says: Set Visual Text Box Editor Options
   4. On the next screen, you see an area that says Set Availability. Click on the Unavailable option.
   5. Click Submit
If you are not a Vista user, click this link for further instruction.

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